



NATIONAL INSTITUTE OF AYURVEDA

(Deemed to be University)

Ministry of Ayush, Government of India

Jorawar Singh Gate, Amer Road, Jaipur – 302002

ADVERTISEMENT NOTICE

1. Engagement of Consultant and Young Professionals on Contractual Basis

National Institute of Ayurveda (Deemed to be University), Jaipur, an Institution of National Importance under the Ministry of Ayush, Government of India, invites applications from eligible Indian Nationals for engagement of Young Professionals on a purely contractual basis in accordance with the Ministry of Ayush Guidelines for Engagement of Consultants and Young Professionals dated 01.04.2026.

The details of the posts are as under:

Sl. No.	Name of Post	No. of Posts	Consolidated Remuneration
1	Consultant (NABH)	01	₹60,000/- per month
2	Young Professional (Accounts)	01	₹50,000/- per month
3	Young Professional (Legal Affairs)	01	₹50,000/- per month

A. Consultant (NABH)

Essential Qualification

Graduate in Healthcare/Medical/Nursing/Hospital Administration or allied discipline from a recognized University/Institution.

Desirable Qualification

Post Graduate Degree/Diploma in Hospital Administration, Healthcare Quality Management, Public Health or NABH-related specialization.

Experience

Minimum Ten (10) years' professional experience in NABH Accreditation, Hospital Quality Management, Patient Safety, Clinical Governance, Internal Quality Audits, Quality Documentation, Healthcare Regulatory Compliance.

Preference shall be given to candidates having experience in NABH Accredited Hospitals, Government Hospitals, Medical Colleges, Healthcare Institutions or Healthcare Quality Organizations.

Nature of Work

The selected Consultant shall provide professional and technical support to the Institute in:

NABH Accreditation and Re-accreditation Activities, Quality Assurance, Patient Safety, Clinical Governance, Hospital Quality Management Systems, Internal Quality Audits, Development and Revision of Quality Manuals, Standard Operating Procedures (SOPs) and Policies, Compliance Monitoring, Risk Management, Infection Control Coordination, Training and Capacity Building Programmes, Documentation Management, Quality Indicators Monitoring, Continuous Quality Improvement (CQI), Preparation of Accreditation Reports, Gap Analysis, Corrective and Preventive Action (CAPA), and any other quality-related assignment entrusted by the Competent Authority.

B. Young Professional (Accounts)

Essential Qualification

Bachelor's Degree in Commerce (B.Com.) / Master of Commerce (M.Com.) / MBA (Finance) / CA (Intermediate) / CMA (Intermediate).

Essential Skills Proficiency in PFMS, Tally ERP / Accounting Software, MS Excel, Financial Accounting, Grant Accounting, Financial Data Management, Reconciliation of Accounts

Nature of Work The selected Young Professional shall assist the Institute in:

Financial Administration, Accounting Operations, Grant Management, Audit Support, Preparation of Utilization Certificates, Reconciliation of Accounts, Financial Reporting, Maintenance of Financial Records , Any other work assigned by the Competent Authority.

C. Young Professional (Legal Affairs)

Essential Qualification Bachelor's Degree in Law (LL.B.) from a recognized University/Institution.

Desirable Qualification LL.M. or specialization in Administrative Law, Service Law, Contract Law, Constitutional Law or related disciplines.

Experience Minimum **02 years'** experience in: Legal Research/Litigation/Service Matters/Contract & Agreement Vetting/Tender Scrutiny /Disciplinary Proceedings/Statutory Compliance

Nature of Work

The selected Young Professional shall assist the Institute in: Legal Scrutiny, Litigation Monitoring ,Contract Vetting ,Tender Examination ,Service Matters ,Disciplinary Proceedings, Statutory Compliance, Legal Research, Governance-related Legal Issues, Any other legal assignment entrusted by the Competent Authority.

2. General Eligibility Conditions

Age Limit :

Maximum **40 Years** for Young Professionals and **45 Years** for Consultant (NABH) as on the closing date of receipt of applications.

Period of Engagement

The engagement shall initially be for a period of three (03) years, subject to annual performance appraisal. Continuation or extension of the engagement shall be based on satisfactory performance, requirement of the Institute, availability of funds, and approval of the Competent Authority, and initial Three (03) Months from the date of joining shall be treated as an Assessment Period. During this period, the performance, conduct, professional competence, integrity, punctuality and overall suitability of the Young Professional shall be continuously assessed by the Reporting Officer/Controlling Officer.

The engagement may be discontinued during the Assessment Period if the services of the Young Professionals and Consultant (NABH) are found to be unsatisfactory, in accordance with the provisions of the Ministry of Ayush Guidelines and the terms of the Contract Agreement.

Termination of Engagement

The engagement of the Young Professional and Consultant (NABH) may be terminated by either party by giving one month's prior written notice or one month's consolidated remuneration in lieu thereof. However, the Institute reserves the right to terminate the engagement with immediate effect, without any notice or compensation, in cases of misconduct, breach of confidentiality, submission of false information/documents, conflict of interest, violation of contractual obligations, or any act considered prejudicial to the interests of the Institute.

Nature of Engagement The engagement shall be: Purely contractual, Full-time , The engagement shall not confer any right for regular appointment, absorption or continuation beyond the approved tenure.

Place of Posting : National Institute of Ayurveda, Jaipur.

Selection Procedure

The selection shall be made on the basis of:

- Shortlisting of eligible candidates;
- Interview and/or Skill Assessment(whenever applicable), as considered appropriate method of selection by the Selection Committee;
- Verification of original documents.

The decision of the Competent Authority shall be final and binding.

How to Apply Eligible candidates may submit their applications in the prescribed format **(attached with advertisement notice)** along with self-attested copies of:

Educational Certificates, Experience Certificates, Proof of Date of Birth, Identity Proof, Recent Passport Size Photograph, Any other relevant documents

Applications should reach: **JOINT DIRECTOR (ADMN.)** ,National Institute of Ayurveda (Deemed to be University),Jorawar Singh Gate, Amer Road,Jaipur – 302002 on or before **14/8/2026 (05:30PM)**. Applications received after the last date or incomplete applications shall not be considered.

General Instructions

1. The engagement shall be governed by the Ministry of Ayush Guidelines for Engagement of Consultants and Young Professionals dated **01.04.2026**.
2. Mere fulfillment of eligibility conditions shall not confer any right to be called for interview.
3. The Institute reserves the right to increase or decrease the number of posts or cancel the recruitment process without assigning any reason.
4. The Institute may adopt shortlisting criteria if the number of applications received is large.
5. Original documents shall be produced at the time of interview/document verification.
6. No TA/DA shall be admissible for attending the interview.
7. Selected candidates shall execute a Contract Agreement and Non-Disclosure Agreement before joining.
8. Any canvassing in any form shall lead to disqualification.
9. The Institute reserves the right to modify, withdraw or cancel this advertisement at any stage without assigning any reason.

(JP Sharma)
JOINT DIRECTOR

ANNEXURE-I

APPLICATION FORM

**For Engagement of Young Professionals on Contractual Basis
Post Applied For (Tick ✓)**

- ☐ Young Professional (Accounts)
☐ Young Professional (Legal Affairs)
☐ Consultant (NABH)

1. Personal Details

Particulars	Details
Name of Applicant	
Father's/Husband's Name	
Date of Birth	
Age (as on closing date)	
Gender	
Category (UR/OBC/SC/ST/EWS/PwBD)	
Aadhaar No.	
Mobile No.	
E-mail ID	
Correspondence Address	
Permanent Address	

**Affix Recent
Passport Size
Photograph**

2. Educational Qualification

Examination	Board/University	Year	Percentage/CGPA	Subjects
10th				
12th				
Graduation				
Post Graduation				
Professional Qualification				

3. Experience

Employer	Designation	Period	Nature of Duties

4. Computer Proficiency

- ☐ MS Office
- ☐ Excel
- ☐ PFMS
- ☐ Tally
- ☐ Accounting Software
- ☐ Legal Database

5. Declaration

I hereby declare that all information furnished above is true and correct to the best of my knowledge. If any information is found incorrect at any stage, my candidature/engagement shall be liable to cancellation.

Date:

Place:

(Signature of Applicant)

ANNEXURE-II

TERMS OF REFERENCE (TOR)

A. Consultant (NABH Accreditation, Quality Assurance & Patient Safety)

Objective : To strengthen the National Institute of Ayurveda Hospital's Quality Management System by facilitating NABH Accreditation, Quality Assurance, Patient Safety, Clinical Governance and Continuous Quality Improvement.

Scope of Work : The Consultant shall provide professional and technical assistance in:

NABH Accreditation and Re-accreditation Activities.

- Quality Assurance and Continuous Quality Improvement (CQI).
- Development, implementation and periodic review of Quality Manuals, Standard Operating Procedures (SOPs), Policies and Clinical Protocols.
- Internal Quality Audits, Gap Analysis, Compliance Monitoring and Corrective & Preventive Actions (CAPA).
- Patient Safety initiatives, Clinical Governance, Risk Management and Infection Prevention & Control.
- Monitoring of Quality Indicators and Key Performance Indicators (KPIs).
- Conducting orientation programmes, training, workshops and capacity-building activities on NABH Standards and Quality Management.
- Preparation of monthly, quarterly and annual quality reports and maintenance of accreditation-related documentation.
- Coordination with Hospital Administration, clinical departments and statutory committees for effective implementation of quality standards.
- Any other quality-related assignment entrusted by the Competent Authority.

Deliverables

- ❖ Successful implementation and sustenance of NABH Standards.
- ❖ Preparation and periodic revision of Quality Manuals, SOPs, Policies and Quality Documentation.
- ❖ Regular Internal Quality Audits and Compliance Reports.
- ❖ Monitoring of Quality Indicators and Patient Safety Parameters.
- ❖ Capacity Building through training programmes and quality awareness initiatives.
- ❖ Timely submission of progress reports and support during NABH Accreditation, Surveillance and Re-accreditation.

B. Young Professional (Accounts)

Objective

To strengthen the accounting and financial management system of National Institute of Ayurveda.

Scope of Work

The Young Professional shall assist in:

Financial Accounting, Maintenance of Books of Accounts, Grant Management, Preparation of Utilization Certificates, Bank Reconciliation, Audit Support, Financial Reporting, Budget Monitoring, PFMS Operations, Tally Accounting, Preparation of Statements, Record Management, Any other work assigned by the Competent Authority.

Deliverables

Timely accounting entries, Updated financial records, Timely UCs, Audit compliance, Monthly reconciliation, Financial MIS

C. Young Professional (Legal Affairs)

Objective

To strengthen institutional legal administration and governance.

Scope of Work

The Young Professional shall assist in:

Legal Research, Scrutiny of Agreements, Vetting of Contracts, Tender Scrutiny, Litigation Monitoring, Court Case Coordination, Drafting Replies, Service Matters, Disciplinary Proceedings, Arbitration Matters, Statutory Compliance, RTI Legal Issues, Any other legal assignment entrusted by Competent Authority.

Deliverables

Timely legal opinions, Vetting of contracts, Litigation monitoring, Compliance reports, Legal database, Institutional legal support

ANNEXURE-III

GENERAL TERMS & CONDITIONS

1. Engagement shall be purely contractual.
2. No claim for regular appointment shall be entertained.
3. Initial engagement shall be for **03 years**, subject to annual performance review.
4. Monthly consolidated remuneration shall be **₹50,000/- for Young Professional and ₹60,000/- for Consultant (NABH)**
5. Working hours shall be as applicable to Institute employees.
6. The Young Professional may be required to work beyond office hours without additional remuneration.
7. Leave shall be admissible as per Ministry of AYUSH Guidelines.
8. TA/DA shall be governed by Ministry Guidelines.
9. Income Tax shall be deducted at source.
10. Selected candidates shall execute:
 - Contract Agreement
 - Non-Disclosure Agreement
11. The engagement may be terminated in accordance with the advertisement notice.
12. Any canvassing shall lead to disqualification.
13. The Institute reserves the right to:
 - cancel the advertisement;
 - increase/decrease the number of posts;
 - modify the recruitment process.
14. The decision of the Competent Authority shall be final.

ANNEXURE-IV

DOCUMENT CHECKLIST

Candidates shall enclose self-attested copies of:

- ☐ Duly filled Application Form
- ☐ Passport Size Photograph
- ☐ Proof of Date of Birth
- ☐ Aadhaar Card
- ☐ PAN Card
- ☐ Graduation Certificate
- ☐ Post Graduation Certificate (if applicable)
- ☐ Professional Qualification Certificate
- ☐ Experience Certificates
- ☐ No Objection Certificate (if employed)
- ☐ Category Certificate (SC/ST/OBC/EWS/PwBD), if applicable
- ☐ Identity Proof
- ☐ Address Proof
- ☐ Resume/Curriculum Vitae
- ☐ Any other relevant document.